

DEPOSIT RECAP

Campus _____ Date _____

Person Submitting Deposit _____

Bank Bag # _____

Deposit:

Description	Amount
Cash	
Checks	
Total Deposit	

Distribution:

Receipt Description*	Budget Code	Amount
Total Distribution		

***Note: Sales tax will be charged to the budget code unless this sale is exempt.**

COPY OF DEPOSIT SLIP ATTACHED HERE.

- Complete the form in its entirety.
- Complete the deposit slip.
- Attach 2 tapes for each group of checks (grouped by budget code) to the deposit slip.
- Attach a copy of the deposit slip to this form, scan and email to receipts@midwayisd.org in the Business Office on a daily basis.
- Deposit slips, cash, checks, and calculator tapes for the checks should be put into sealed bank bag and sent to the bank with the courier.